



Employment Opportunity

YMCA Northumberland currently has an opening for the following position:

Coordinator - Accounting, Children's Services – YMCA Northumberland

Wage Range: \$45,760-\$49,920 (commensurate with experience) plus benefits

Position Status: Full-Time; 40 - hour work week – One Year Contract

Placement: February 2024

Position Summary:

The Coordinator, Accounting Children's Services is responsible for managing, processing and reconciling the invoicing and receivables for YMCA Northumberland's childcare operation and managing additional Association-wide accounting processes as directed. The Coordinator is the point of contact for parents'/caregiver inquiries regarding child care accounts.

The Coordinator reports to the Director, Finance, Audit and Risk and ensures best practices and standards in administrative processes and operating systems are being met. The Coordinator performs all duties in accordance with YMCA Northumberland's mission, vision and values.

Responsibilities:

- Demonstrates in depth knowledge of policies, practices, and operating standards of YMCA Northumberland
- Responsible for the monthly childcare billing of accounts and related tasks associated with the process and responsibly managing payment methods of families and agencies
- Manages and supports the processing and reconciliation of monthly County Funding submissions for childcare and camp program and other funding sources i.e. various Children's Aid Societies
- Manages payments related to childcare and camp, directing collections actions and working with families to setup payment plans
- Manages the funding requests, quarterly submissions and reconciliations for Five Counties Children's Centre for enhanced staff hours
- Enters and reconciles Association receivables
- Provides periodic audits on all childcare centres ensuring best practices with regards to the billing process are being applied
- Facilitates the process for Association refunds
- Liaises with appropriate staff to ensure accounting/administration deadlines are met in a timely manner or as mandated by a governing body
- Prepares files for new registrants
- Supports the Manager, Program Integrity with documentation of all related child care administration processes as directed

- Commits to the Association's annual campaign
- Commits to ongoing learning
- Other duties as assigned

Work Environment:

- Some travel is required
- Primarily inside work with outside work dependent on the specific supervisory requirements when working in a childcare facility
- Flexible work week is required based on position specifications and required deadlines

Competencies:

- Relationship Building and Partnering
- Results Focused
- Teamwork and Collaboration
- Effective Interpersonal Communications
- Ethics and Self-Management

Qualifications:

- College Diploma and/or Accounting Certificate
- Minimum two years' experience processing accounts preferred
- Excellent computer skills and knowledge of MS Office applications
- Valid First Aid and CPR training
- Police Vulnerable Sector Check
- Valid Driver's License

Why Work for the YMCA?:

As a charitable organization, the YMCA values the contributions of its diverse teams. We recognize the importance of providing meaningful opportunities that allow employees to grow and thrive. At YMCA Northumberland, in addition to the wage compensation, we offer a complimentary family membership, a comprehensive benefits program including extended health and a competitive and robust pension program.

YMCA Employees enjoy a vacation entitlement that increases with seniority, as well as other paid entitlements. All employees have access to an Employee Assistance Program which provides confidential counseling and referral services as well as preventative education.

Additionally, the YMCA understands the holistic needs of its employees is equally important and attempts to support these goals by offering a variety of staff discounts on the programs and services that support good health and strong families. We look forward to welcoming you to the YMCA.

Organizational Overview:

As one of the largest charitable community service organizations in Canada, YMCA Northumberland responds to critical social needs in the community and works to provide solutions. By nurturing the potential of children, youth and adults, the YMCA connects people to life-building opportunities, to each

other and enhances their quality of life. We foster social responsibility and healthy living. The YMCA works collectively with community partners that share the YMCA's determination in strengthening the foundations of community for all people.

This position requires a commitment to the YMCA mission and core values of: Health, Responsibility, Honesty, Caring, Citizenship and Respect, as well as a commitment to building developmental assets in children and adults.

Our approach to personal balance and flexibility supports employees to devote time to personal matters. At times, the organizational business needs that arise will require employees to work beyond their normal work schedule to fulfill accountabilities required in relation to their job specific function. Together with our employees, the YMCA will work towards maintaining balance and fairness.

Internal Applicants:

YMCA Northumberland encourages employees within the Association to submit their application. Please ensure that prior to submitting your application that you have disclosed to your current supervisor, your intention to submit your application.

Accessibility:

YMCA Northumberland is committed to creating an inclusive environment that accommodates all individuals, including those with disabilities. We support the goals of the Accessibility for Ontarians with Disabilities Acts (AODA) and have established policies, procedures and practices which adhere to the accessibility standards set out in the AODA. Should you require any accommodation throughout the recruitment process please do not hesitate to contact our Human Resources Department.

YMCA Northumberland is an equal opportunity employer.

Apply Now

If you are interested in this position, please submit your cover letter and resume, along with documentation to verify position requirements by Wednesday January 31st, 2024 to the attention of:

Lynne Caffin
Manager, Administration & Human Resources
lynne.caffin@nrt.ymca.ca

We thank all applicants, however, only those considered for an interview will be contacted.